Module 5: Closing Components

This section reviews:

BFET
Basic Food Employment & Training

Washington State Department of Social and Health Services

Closing Components

Components are required to be closed once the component is completed using the proper closure completion code in eJAS.

There are several reasons why you may need to close a component such as:

- reaching the scheduled end of the component/activity.

- a change in the participant's activities.

- a lack of participation.

- a change in BFET eligibility.

The following pages show when and how to close a component correctly.

Closure Codes

The closure completion code that is used when closing a component in eJAS helps tell the story of the outcome of the participation in that activity. BFET uses the following closure completion codes:

- **CS – Completed Satisfactorily** means the participant completed the activity successfully, but did not obtain employment.

    Example: The participant has completed all Job Search Training activities and is ready to begin Job Searching. Close BL component with CS.

- **EE – Entered Employment** means the participant exited the activity due to beginning employment.

    Example: The participant has been completing Supervised Job Search activities and got a job. Close the BK component with EE.

    Example: A BR component is closed CS if they remained successfully employed. EE would not be the appropriate code here because they did not enter new employment from the BR activity. The previous BFET component would have been closed EE.

- **IC – Incomplete** means the participant did not complete the activity by the scheduled end date. Also used when the participant does not maintain BFET eligibility through the scheduled end date.

    Example: The participant was enrolled in a Vocational Education training course but dropped it before finishing. Close the BG component with IC.

- **LC – Loss of Contact** means the loss of contact with the participant for at least *60 days*.

    Example: The participant has not been in contact with the provider for at least 60 days. Close the component with LC.

Closure Codes - continued

- **12 – Opened in Error** Use this code when closing a component that was opened in error. *When using this code the component Start Date and Actual End Date* should be the same. The use of this code will remove the component from the program data.

    Example: You opened a BK and BL component for the participant but after reviewing the IEP discover that the participant is not ready to actively job search yet and will need to be in just BL to begin with. The BK component had a start date of 3/24/2023. Close the BK component with an actual end date of 3/24/2023 to match the start date and use 12 completion closure code.

- **NS – Used for administrative closures by *DSHS staff only*.** DSHS staff use this code to close all overdue expired components or when no other code is applicable.

    Expired components must be updated within 10 business days after the scheduled end date. After 10 business days, the expired component(s) will close without notice with the administrative closure code (NS). Please note: A component closed with NS will not reflect actual exit code. It is important to update expired components or close them timely. We will discuss how to track this later in this module.

Closure Codes - continued

WBL Closure Codes: These codes should be used for closing WBL related components.

- **CE - Client Employed** – Use this when the participant becomes employed while participating in WBL.

- **CW - Client employed by WBL Employer** Use this code only when the participant becomes employed by a WBL employer.

- **EW – End of WBL - No employment** Use this code when the WBL time period has ended and the participant has not obtained employment.

- **IC – Did Not complete the WBL** Use this code when a participant's WBL ends before the anticipated end date, (Note: IC is also used to close other components).

*Please Remember: eJAS has other closure code options that are not used by the BFET program. **Do not** use any other closure codes.*

Closing Components in eJAS

eJAS must be updated to reflect changes that result in a reduction in component hours or termination of components.

- This must be completed within 7 business days of discovery of the change

Expired components must be updated within 10 business days after the scheduled end date.

- After 10 business days, the expired component(s) will close without notice with the administrative closure code (NS).
- A component closed with NS will not reflect the actual exit code.
  - eJAS has a report to help you track expiring components: Overdue Components/Activity End Preview

1. From the Client screen, click on E&T Component Information link to view and close components

Name	JA
MORNING, MONDAY	28
Two Parent : **Required Part? :**	**LEP :**
HOH :	**Total:**
TANF :	**BFA:** Open

Click here to v

1 → E&T Component Information   WFR
Employment Information   Adhoc R
Client Notes   Referral
Payments
Strategies For Success
Commerce Program Plans   Client M

Closing Components in eJAS

2 ➡ **Edit**

Component:	BB-BFET Basic Education	Hours:	10	Last Updated By:	SKDA300
Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Actual End Date:	
ESD Worker:		DSHS Worker:	1300U2	Partner Id:	130skd
Contractor:	ZXZ-BFET & CONTRACTOR				
Scheduled Start Date:	10/01/2022	Scheduled End Date:	01/31/2023	Referral Date:	Accept/Reject Date:
Actual Start Date:		Actual End Date:		First Contact Date:	Accept/Reject Code:

3 ➡ Update

Component:	BK	Hours:	3	Completion Code:	CS ❓
Start Date:	10/28/2020 📅	Scheduled End Date:	11/03/2020 📅	Actual End Date:	11/03/2020 📅
ESD Worker:		DSHS Worker:	0470U2	Partner Id:	047bfx ❓

Contractor: ZXZ

Scheduled Start Date:	10/28/2020 📅	Scheduled End Date:	11/03/2020 📅
		Actual End Date:	11/03/2020 × 📅

2. From the E&T Component Information screen click the **Edit** link above the component

3. Close the component by entering a Completion Code and the Actual End Date. Click "Update"

Note– the Actual End Date should **NEVER** be later than the Scheduled End Date

Document Component Closure

After closing a component, be sure to document the information in the eJAS client notes.

| Home | Help |

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
CHEERIOS, YUM	2756085	2756085	3	034	$	004582972	

Two Parent :	Required Part? :	LEP :	EA :		Email ID:	
HOH :		Total: 000	Recip: 000	Inelig: 000	Sngl Parent W/Child(ren) < 6 : No	
TANF :	BFA: Open		RCA:		Refugee Months:	

aces. online

Click here to view Workers associated with this Client.

E&T Component Information   WFR

Employment Information   Adhoc Reporting

Client Notes   Referrals   Letters

Payments

Strategies For Success

Commerce Program Plans   Client Monthly Participation

Details for all client note requirements can be found in the BFET Provider's Handbook- Case Management: eJAS Case Note Documentation section
The BFET Provider Resource website also has a "Guide to Writing Client Notes" with several examples.

Document Component Closure

If you are closing **all** components for the participant and they will not be continuing in the BFET program with your agency, you will need to enter a <u>Closing Client Note</u>.

The Closing Client Note documents the <u>outcome</u> and explains <u>why the participant is no longer a BFET participant</u>.

Sample Closing Client Note:

Alan has been attending Life Skills classes regularly and has completed financial empowerment training. Closing SL comp with CS code. Participant is moving out of state and will not be continuing BFET.

If you are closing a component but participation will continue in other components that are open with your agency you will enter an <u>Ongoing Client Note.</u>

The Ongoing Client Note documents the participant's monthly activities and address the following applicable elements:
- Participant's progress in the BFET activity(s).
- Progress towards reaching individual goals.
- Any changes in employment/education plan.
- Reason for delay in progress.

Sample Ongoing Client Note:
Monica completed an Effective Communication class. Closed SL component using CS code. They will continue to participate in job search. Updated BK for 7 hours.

Closing Components Timely

From the Home Screen, click the E&T Reports link. Then click the link for Overdue Components/ Activity End Preview. Select your contractor code and click "Get Report" button.

Overdue Components/Activity End Preview

Search
Contractor Code ZXZ - BFET & CONTRACTOR ▾
Get Report

Search For Contractor ZXZ - BFET & CONTRACTOR

Export to Excel

You can use this report as a "To-Do" list to make sure components are updated timely.

The Overdue list shows components where the Scheduled End Date has passed. These need to be closed or extended ASAP.

Overdue					
Client Name	**JasID**	**Worker ID**	**Component Code**	**Component Start Date**	**Component Scheduled End Date ▲**
Participant Name Link	eJAS ID #	031	BL	08/03/2020	11/01/2020
		031	BL	03/11/2020	11/02/2020

Export to Excel

The Activity End Preview list shows components that have an upcoming Scheduled End Date. You should be connecting with the participant to plan next steps and update eJAS.

Active End Preview					
Client Name	**JasID**	**Worker ID**	**Component Code**	**Component Start Date**	**Component Scheduled End Date ▲**
Participant Name Link	eJAS ID #	031	SL	08/17/2020	11/13/2020
		031	BL	02/06/2020	11/13/2020
		023	BL	03/02/2020	11/18/2020
		031	BL	09/03/2020	12/01/2020

After 10 business days, the expired component will be closed without notice with the administrative closure code (NS)

Updated 08/2023

Closing Components Timely

Home | Help | Change Model

Name	JAS Id	ACES Id	Reg	CSO	Pgm	AU	Telephone
CHEERIOS, YUM			1	039	$		

Two Parent : No   Required Part? :   LEP :   EA : No   Email ID:

HOH :   Total: 000   Recip: 000   Inelig: 000   Sngl Parent W/Child(ren) < 6 : No

TANF :   BFA: Open   RCA :

Total NCS Months : 000   ABAWD Status: Non-ABAWD

Click here to view Workers associated with this Client.

Component/IRP Information   Screening/Evaluation

Employment Information   → BFET Skill Gains and Credentials

Client Notes   Referrals

Payments

Sanction Review   Strategies For Success

Client Monthly Participation

Comprehensive Evaluation

LEP Updates

ACES Online

Individual Employment Plan

ORIA Program Summary

> Skill Gains and Credentials must be entered into eJAS when a participant successfully completes any of the activities listed below. This function records the participant's achievement obtained.
>
> Note: When updating the BFET Skill Gains and Credentials screen with an academic achievement, update the education level on the demographic screen to reflect the date awarded.

- Basic Education - **BB**
- Vocational Educations - **BG**
- Job Search Training - **BL**
- English language Acquisition - **EN**

- Vocational Education/English Language Acquisition - **IA**
- Vocational Education/Basic Education - **IB**
- Vocational Education/Basic ED/ELA – **IC**

- Subsidized Work Based Learning - **WL**
- Non-Subsidized Work Based Learning - **WN**

From the Home Screen, click the BFET Skill Gains and Credentials referrals.

Select all Skill Gains or Credentials the participant obtained for each of the following BFET activities:

Basic Education (BB)
- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education

Vocational Education (BG)
- Certificate
- Degree
- Diploma

Job Search Training (BL)
- Computer Training for Job Search
- Job Search Preparation

English Language Acquisition (EN)
- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

Vocational Education/English Language Acquisition (IA)
- Certificate
- Degree
- Diploma
- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

Vocational Education/Basic Education (IB)
- Certificate
- Degree
- Diploma
- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education

Vocational Education/Basic Education/English Language Acquisition (IC)
- Certificate
- Degree
- Diploma
- Basic Skills
- General Digital Literacy
- General Non-Credential Training
- Secondary Education
- Attainment of a secondary school diploma or its recognized equivalent; or
- Transition to postsecondary education and training; or
- Employment

Subsidized Work Based Learning (WL)
Non-Subsidized Work Based Learning (WN)
- Internship
- Pre-apprenticeship
- Apprenticeship; or
- On-the-job

Questions??

For any eJAS related questions or for assistance please don't hesitate to contact your assigned BFET Field Operations team member or email BFETHelp@dshs.wa.gov